

Guide for PhD in Law students 1st year 2024/25

Keep going

**The higher you get
the better we see**



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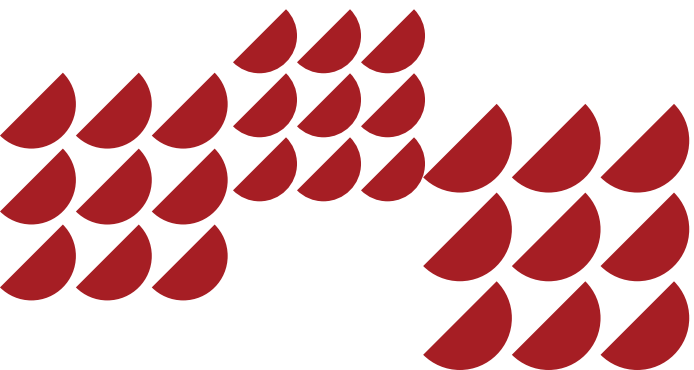
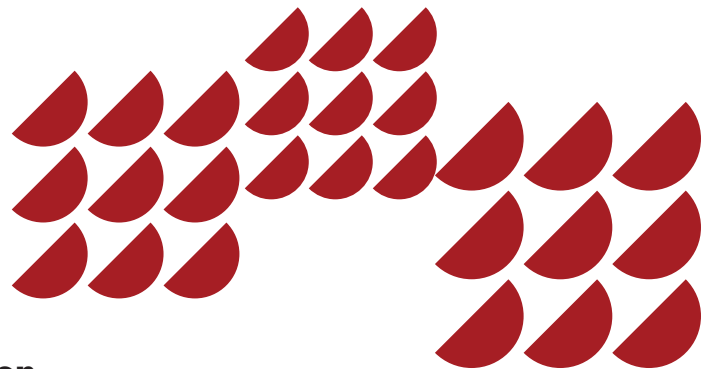
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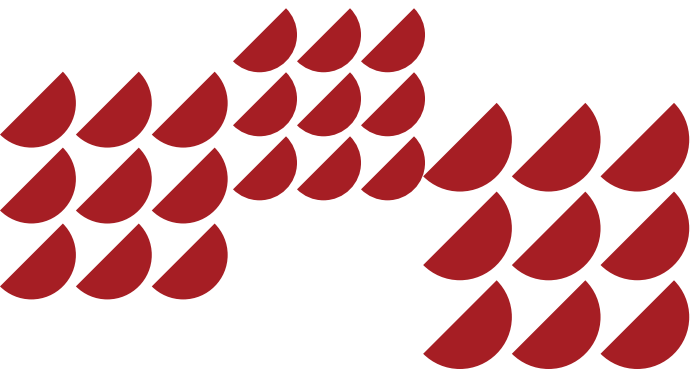
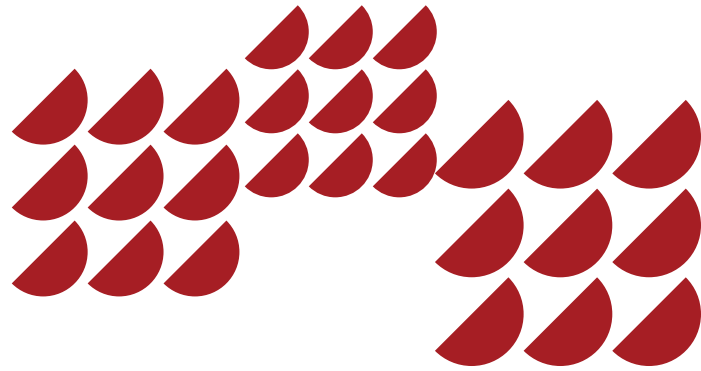
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Welcome messages



01

We are delighted to welcome you to what will be your home for the next four years. Whether we have already been part of your journey or you have just arrived, we will do everything we can to make you feel like you belong. Studying Law at NOVA School of Law means accepting the challenge and responsibility of a preparation oriented towards making a difference in the construction of a more fair society.


Our mission is to train complete people, capable of facing the global challenges of our century in these times of hinge, when decisive choices are made for our own collective future. We train people for global citizenship, agents of change ready to put their skills at the service of the common good, in Portugal and in the world.

Here you will find a space of total freedom to present and discuss your ideas, even the most daring ones; an environment of mutual help, where everyone is part of the same team, where the success of one is only worth it if it is the success of all. We expect you to be open to innovation, to rigorous and critical thinking, to a global and pragmatic way of analysing problems. The programme you have chosen aims to open up your horizons and challenge you to step out of your comfort zone to develop your skills and knowledge and experience different research methodologies and different approaches to Law. You will find a dedicated institution, made up of close yet demanding professors, ready to guide you along the path that will make each of you an autonomous researcher, prepared to face the professional challenges of the next decades.

We are waiting for you with our usual banners: demand, depth, creativity, innovation, globalisation, focus on the solution. We believe that here every student finds his or her path.

Always remember:

Learning is changing the world!



Margarida Lima Rego



Dear Doctoral Students,

It is with great honour and enthusiasm that we welcome you to NOVA School of Law at the start of your PhD.

Choosing to pursue studies at the highest academic level is a decision that demonstrates an unwavering commitment to excellence and the pursuit of in-depth, specialised knowledge.

The coming years will be challenging, full of opportunities to develop critical, analytical and methodological skills. Your research will play a key role in expanding legal knowledge and developing innovative solutions to contemporary challenges, and we are certain that your work will make a decisive contribution to the advancement of legal science.

As a Student Association, we want to strengthen relationships with the PhD student community, despite the frequent differences in age and interests. Our aim is to create a closer bond with the students of this cycle of studies, understanding your specific needs and looking for ways to play a contributing role in your academic journey. We are committed to providing a supportive and collaborative environment and, to that end, we will always have our doors open to help you in any way we can.

A warm welcome to you!

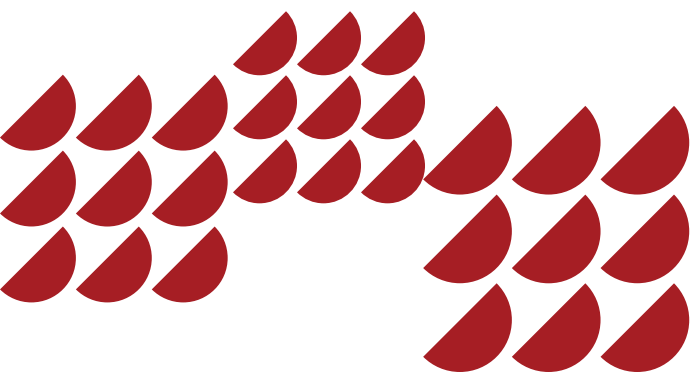
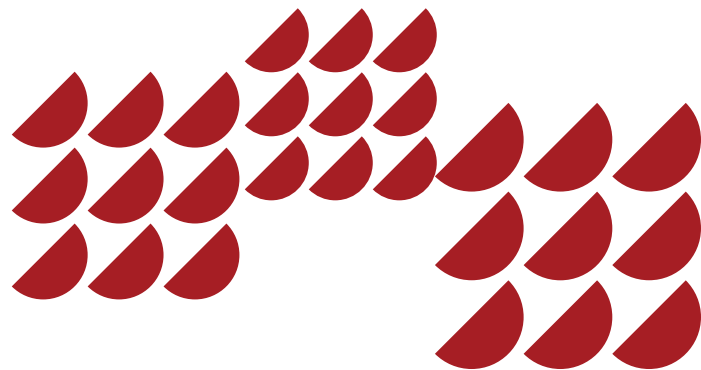
NOVA School of Law
Students Union



First steps at NOVA

School of Law

virtual connections



02

Access data

When you enrol, you receive on your personal email the credentials to access all the platforms and the School network.

To the received username you must add @novalaw.unl.pt (Ex: 50123@novalaw.unl.pt) and insert the chosen password.

This data is the same to enter on all platforms except for Office 365 and the eduroam network (the wireless network of the School) where the user is followed by "@fd.unl.pt" instead of @novalaw.unl.pt (Ex: 50123@fd.unl.pt).

In the School's Moodle you can find several manuals for all the computer tools available.

Student Area - NetPA

The student area (NetPA) is a digital platform where you can find all the relevant information for your academic path. It is here that you can register for exams and curricular units. In NetPA you can find the document requests and other requirements, the payment data of tuition fees and other fees, as well as information about your academic path.

You should log in regularly to your student area here for the most up to date information: NetPA

Study materials - MOODLE

Moodle (or e-Learning platform) is where you can find the information concerning each curricular unit and the documents provided by each teacher.

On the platform, you will find the list of curricular units you have enrolled in, and by clicking on any of them, you will have a compilation of the information provided by the teacher.

Access to Moodle with personal credentials: <https://moodle.novalaw.unl.pt/> (link always available at the bottom of the Faculty site - www.novalaw.unl.pt).

Institutional e-mail

The official communication of the School and with the School will always be carried out through the institutional email. Therefore, its frequent consultation is a duty of every student.

Your email is your studentnumber@novalaw.unl.pt and the password is the same as your student area. It will be available until 48 hours after the enrolment made in NetPA. To access the email you should open the link <https://outlook.office365.com/mail/>.

You can set up the forwarding of your institutional email to your personal account so you do not lose contact - a tutorial is available in Moodle for this.

Access to Wi-Fi on campus

EDUROAM NETWORK - international network for wi-fi access in Higher Education Institutions

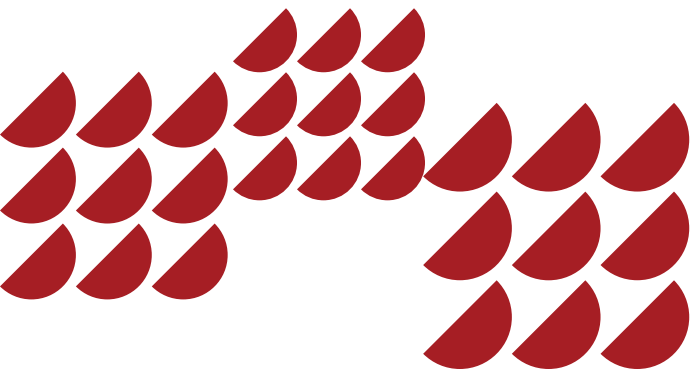
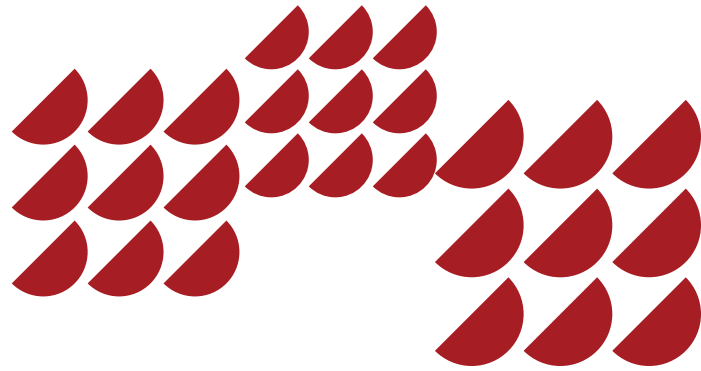
User: studentnumber@fd.unl.pt (Ex: 50123@fd.unl.pt)

Password: same as in the student area

Office 365

Through a partnership between Microsoft and Higher Education Institutions, it is possible to download Office software to various devices with student access data. More information at <https://www.microsoft.com/pt-pt/education/products/office/>

Academic calendar



03

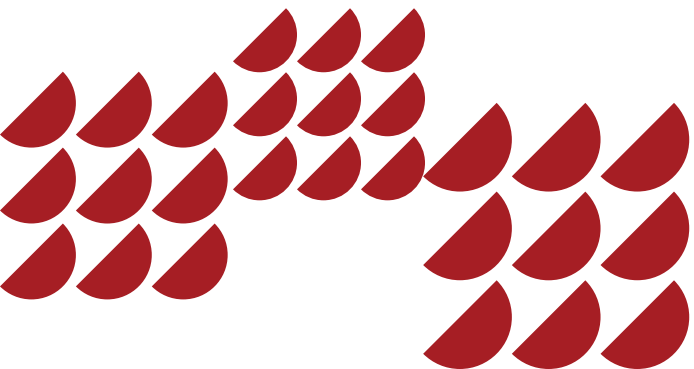
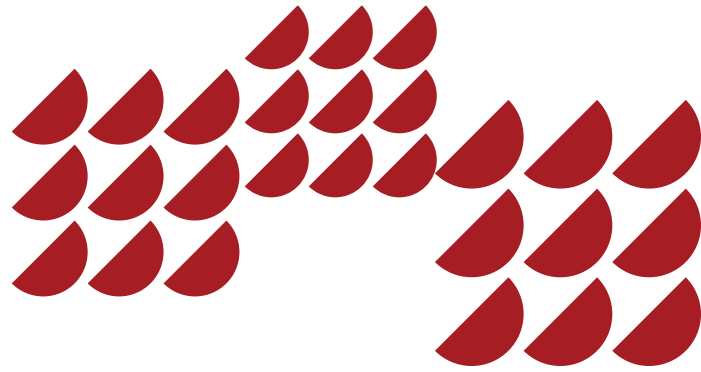
1st semester

- **19th to 26th of July/24** - Registration in curricular units of 1st and 2nd semester of the teaching phase
- **September 11th/24** - Beginning of classes
- **from December 9th until the 13th /24** - Change of enrolment/enrolment in 2nd semester curricular units
- **December 13th of 24** - Last day of Classes
- **from 16th of December until the 3rd of January 2025** - Christmas break

2nd semester

- **February 17th of 2025** - Beginning of classes
- **From the 14th of April until the 21st of 2025** - Easter break
- **23rd of May 2025** - Last day of Classes
- **From the 4th of August until the 14th 2025** - Closing of services to the public

Registration Process



04

The enrolment procedure is entirely online and consists (1) in the self-registration of the student in the reserved area of NOVA School of Law - NetPA <https://netpa.novalaw.unl.pt/NetPA/page> ; and (2) in the payment of the initial payments due, according to the information and manuals sent to those placed in the courses in each phase.

Enrolment dates 2024/25

- **1st year / 1st application stage: From the 8th until the 18th of April**
- **1st year / 2nd application stage: From the 5th until the 19th of June**

Registration in the curricular units of the academic year

In 2024/25, each student will register, according to the dates available in the academic calendar, in the curricular units they wish to take through NetPA. Each student is responsible for consulting the course regulations in order to enrol in the curricular units intended and necessary for the completion of his or her course in regular time.

The timetables are available at NetPA by course and semester.

For 2023/24, the enrolment deadline is 19 to 26 July/25 - Enrolment in 1st and 2nd semester course units of the academic phase.

From 9 to 13 Dec/24 it will be possible to change enrolment/enrolment in 2nd semester curricular units, according to the available timetables and the course desired by each student, without associated added costs.

Two additional deadlines are available for changing enrolments in each semester, with payment of administrative costs (35€):

- **11 to 18 of September 2024 -Requests for extraordinary alteration of registrations in the Curricular Units of 1st semester**
- **17 to 21 of February 2025 - Requests for extraordinary changes of registrations in the 2nd semester Curricular Units**

Performing these acts after the appropriate deadlines will result in the payment of aggravated fees for acts that are out of time, according to the Table of Emolumentos enforced in Universidade NOVA de Lisboa.

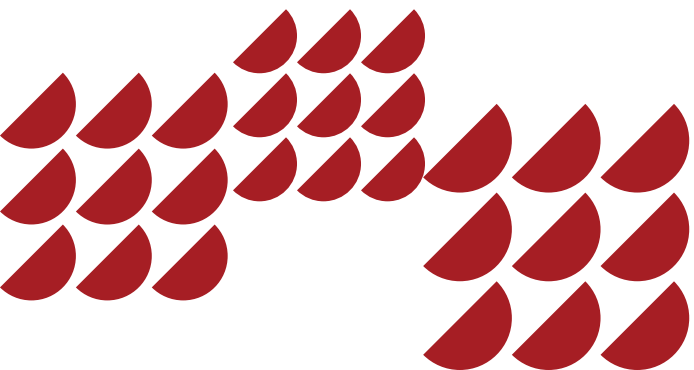
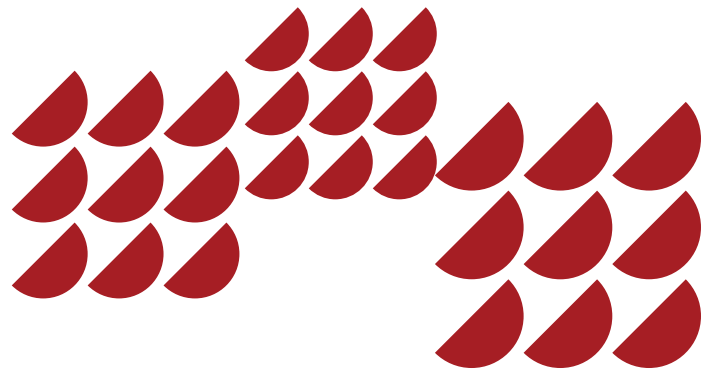
https://novalaw.unl.pt/wp-content/uploads/2021/11/Deliberacao_702_2020_atualizacao_tabela_emolumentos.pdf

So that each student can know the contents and evaluation methods of the different curricular units before enrolling (and at any time during the academic year), the **curricular unit sheets** are available (subject to change) and can be accessed through this link.

https://netpa.novalaw.unl.pt/netpa/DIFTasks?_PR_=1&_AP_=3&_MD_=1&_SR_=DIRDI&_ST_=2&DOCENTE_FILTRO=true&DEPAR_FILTRO=true

The Academic Service sends additional information to the institutional email about the academic/administrative acts to be performed by the students.

Fees



05

Through NetPA they can choose to pay the tuition fee in (1) full or (2) 10 instalments.

Fractionation of the annual fee

10 instalments

1st instalment of 20% of the total amount (paid at enrolment) and the remaining amount in 9 instalments paid between the 1st and 10th of September to May.

The fees have an annual value and are due in full upon enrolment in the course. Payment in instalments is allowed for mere convenience of the students. **In case of subsequent withdrawal, regardless of whether or not the student attends the course, there is no refund of fees already paid.** The payment of the outstanding instalments of the tuition fee for the academic year to which the enrolment/registration refers to is also due by the student.

Other costs

- Administrative cost per enrolment/registration (annual): EUR 35.00 (on enrolment/registration)
- School Insurance: EUR 3.00 (at the time of enrolment/registration)
- Registration Certificate: EUR 6.00 (at the time of the request)
- Certificate of Completion: EUR 50.00 (at the time of the request)
- Grade improvement: EUR 15.00 (at the time of the request).

All the applicable fees are described in the Table of Emoluments.

https://novalaw.unl.pt/wp-content/uploads/2021/11/Deliberacao_702_2020_atualizacao_tabela_emolumentos.pdf

Non-compliance

In situations of non-compliance there will be restrictions on access to grades, limitations in the issuing of documents and the student may be prevented from defending the thesis.

Payment plan

Students who have not settled their financial situation can request a payment plan. The request must be made through a request in NetPA (Educational activities "Request application " Request for debt settlement through payment plan proposal).

The student must present a proposal for the regularization of debts; it is suggested that the instalments have the same monthly value.

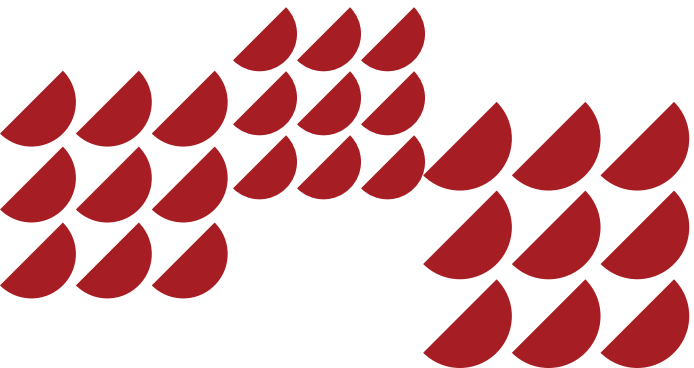
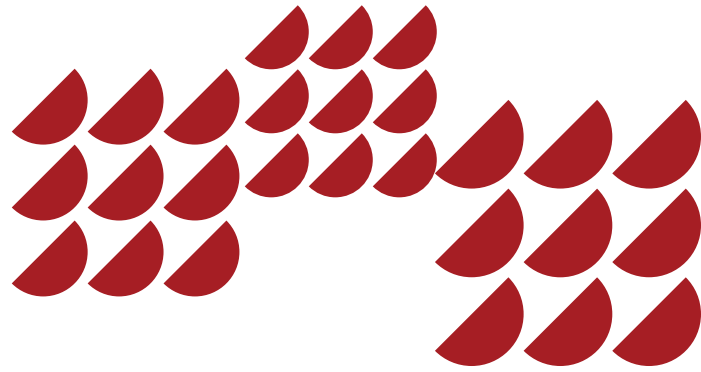
1 - If you are in debt, you cannot enrol for the next school year;

2 -If students wish to propose a payment plan, they must pay 20 per cent of the amount owed at the time of the request. Payment is due before the plan is analysed.

3 - The request for a payment plan must be submitted to the Academic Service and must be assessed and approved by the Board of Directors;

4 - All students owe the tuition fee for the academic year in which they are enrolled, even if they are only enrolled for exams.

**Scholarships,
awards and other
support**



06

NOVA School of Law Merit Scholarships

NOVA School of Law grants merit scholarships in both the academic and non-academic phases:

Teaching phase of the PhD

The candidates whose final classification for entry in the 3rd study cycle at NOVA School of Law, according to assessment and seriation by the respective jury, is equal to or higher than 70 (on a scale of 0/100) and who enrol and attend this study cycle at NOVA School of Law, will be awarded a prize in money corresponding to 50% of the tuition fee they have to pay for the academic phase of the Doctorate.

Research phase of the PhD

In the research phase of the PhD, each academic year, three awards for academic merit are given to students at NOVA School of Law:

a) The best student of the academic phase of the 3rd study cycle who continues and attends the research phase will be awarded a prize in money corresponding to 100% of the value of the tuition fee has to pay, corresponding to the research phase of the PhD, if his/her average is equal or higher than 18 (on a 0/20 scale).

b) The second best student of the academic phase of the 3rd study cycle who continues and attends the research phase, or the two best, if the 1st does not reach an average equal or higher than 18, is awarded a prize in cash corresponding to 60% of the tuition fee he or she will pay, corresponding to the research phase of the Doctorate.

c) The third best student of the academic phase of a 3rd study cycle who continues and attends the research phase, is awarded a cash prize corresponding to 40% of the tuition fee he or she will pay, corresponding to the non academic phase of the Doctorate.

For more information please consult the applicable regulation:

https://novalaw.unl.pt/wp-content/uploads/2022/02/Regulamento-173_2022_Premios-merito-academico_2.o-e-3.o-ciclos.pdf.

Grants from the Foundation for Science and Technology (FCT):

Doctoral Research Grants are intended for doctoral students, or potential students who meet the necessary conditions for enrolment, and who intend to develop research activities leading to the award of this degree.

FCT promotes an annual call for doctoral research grants. The information can be found on its website.

<https://www.fct.pt/financiamento/programas-de-financiamento/bolsas/bolsas-de-doutoramento-em-todos-os-dominios-cientificos/>

During the doctoral programme, and especially in the second phase, doctoral students may be invited by NOVA School of Law to collaborate in its scientific and pedagogical activities.

Grants and opportunities in scientific careers: <https://www.euraxess.pt/>

<https://www.euraxess.pt/>

Other support

<https://www.study-research.pt/pt/estudar/como-pagar-os-estudos/>

Students in emergency situations for humanitarian reasons Ukrainian students with refugee or temporary protection status

According to the Dispatch 09/2022 of the Dean of NOVA School of Law and Dispatch 94/2022 of the Rector of Universidade NOVA de Lisboa, citizens in emergency situations for humanitarian reasons coming from Ukraine are exempted from fees for courses at Universidade NOVA de Lisboa.

Afghan female students with refugee or temporary protection status

According to Dispatch 37/2023, from the Rector of Universidade NOVA de Lisboa, Afghan female students in Portugal with refugee or temporary protection status are exempted from fees in the courses at Universidade NOVA de Lisboa in which they are accepted or enrolled.

More information at: <https://novalaw.unl.pt/en/international-candidates/>

Accommodation

Universidade NOVA de Lisboa applied, in the context of the Recovery and Resilience Plan (RRP) funds, for projects aimed at renovating university residences.

This renovation, which will be based on several innovative and essential aspects for buildings intended to house students, will allow NOVA to provide accommodation options that are comfortable yet affordable.

Thus, in the 2024/2025 academic year, we will only have available the Alfredo de Sousa Residence, which can only accommodate students with a grant from the General Directorate of Higher Education (DGES) and refugees.

If you need other accommodation options, we suggest you consult the following link: <https://novalaw.unl.pt/en/study-in-lisbon/>

Student - Worker status statute

In accordance with the applicable legislation <https://diariodarepublica.pt/dr/detalhe/lei/105-2009-489755>, the student-worker benefits from the following rights in the educational establishments attended

1 - Student-workers are not subject to:

- a) The attendance of a minimum number of subjects of a given course, in degrees of education in which this is possible, nor to the expiration regime;
- b) Any legal provision that makes achievement dependent on attendance of a minimum number of lessons per subject;
- c) The limitation of the number of examinations to be held in an appeal season.

2 - If there is no appeal season, the student-worker shall be entitled, to the extent that it is legally admissible, to a special examination season in all subjects.

3 - The educational institution with after-work hours shall ensure that the examinations and assessment tests as well as a minimum support service for working students take place, as far as possible, within the same timetable.

4 - Student-workers have the right to compensatory or pedagogical support classes that are considered indispensable by the organs of the educational establishment.

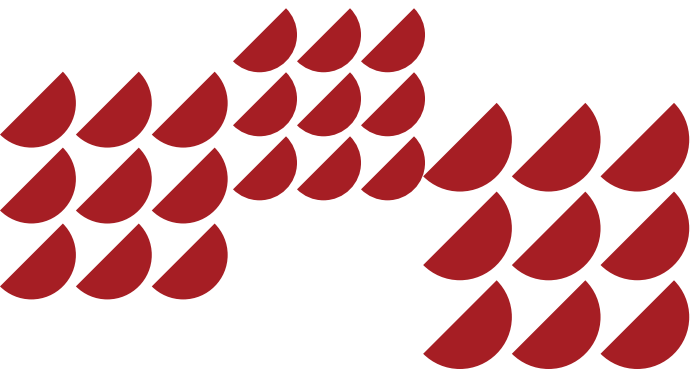
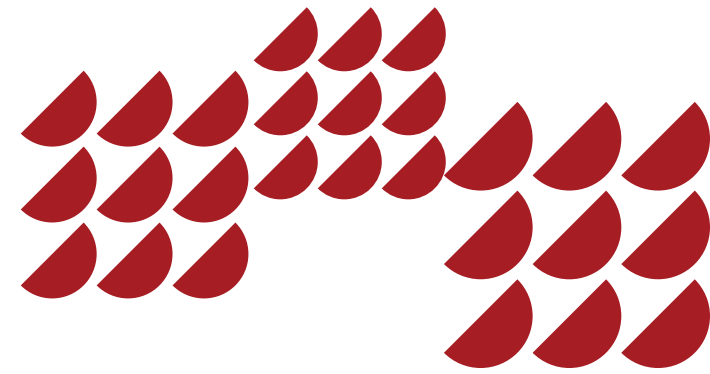
To benefit from the status, the student must fill in the respective request in NetPA, attaching documentation to prove his/her situation.

Students with Special Educational Needs (NEE)

In accordance with the Regulation of Students with Special Educational Needs at Universidade NOVA de Lisboa (Regulation No. 397/2018)

<https://novalaw.unl.pt/wp-content/uploads/2020/05/13097.pdf>, students with physical, sensory or intellectual disabilities may, if they so wish, complete the respective request at NetPA after enrolling, providing evidence of their situation, for evaluation and consequent award of the NEE Status at Universidade NOVA de Lisboa. NOVA School of Law will thus be able to implement inclusion strategies appropriate to each student.

Information on the teaching phase



07

Assessment

It is recommended that upon entering the course, the Course Unit Forms (FUC)

https://netpa.novalaw.unl.pt/netpa/DIFTasks?_PR_=1&_AP_=3&_MD_=1&_SR_=DIRDI&_ST_=2&DOCENTE_FILTRO=true&DEPAR_FILTRO=true of each curricular unit should be consulted in order to verify the evaluation rules that will be applied, as well as the language(s) of instruction. The course is mainly taught in English.

All PhD course subjects are taught in a seminar format and are research oriented. Students must attend a minimum of 75% of the seminars in each of the subjects they enrol in and 18 of the SPEEDs (Permanent Seminar on the State and the Study of Law) that take place during the first phase of the Programme.

In the first semester subjects, the presentation of a written work is compulsory. The Course Director may establish different deadlines for the delivery of the work for each curricular unit, in a coordinated manner.

Each subject in the first semester is graded on a scale of zero to twenty. In the second semester subjects the classification distinguishes only between pass/fail.

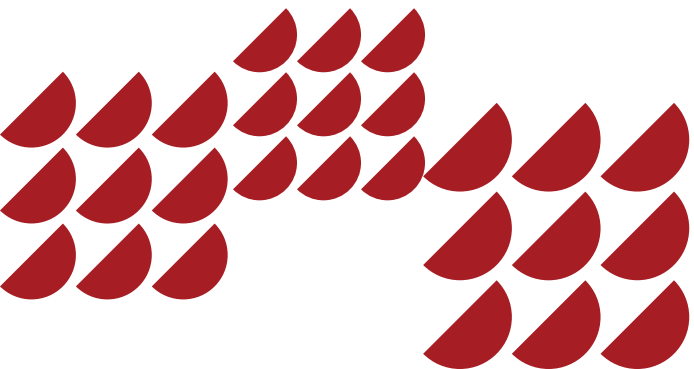
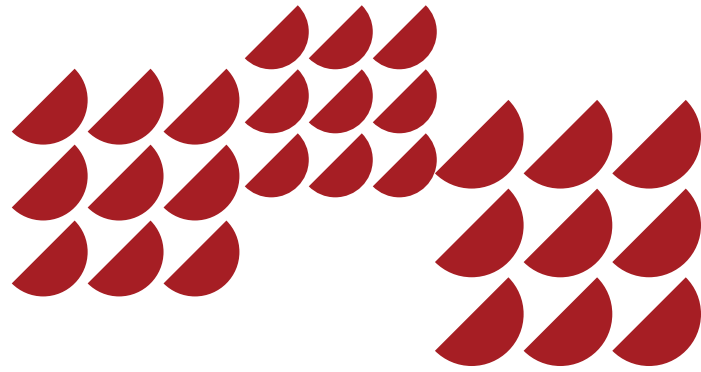
The deadline for the submission of grades and corrected and duly graded assignments to the Academic Service is a continuous thirty days after the deadline for the submission of assignments or, if there are no assignments to be submitted after the end of the seminars, after the last day of each curricular unit.

The transition to the second phase of the Programme requires the approval in all the subjects of the first academic semester with a minimum average of 16 points.

Second assessment period

1. There is a second assessment season of the teaching phase of the Programme.
 2. Doctoral students may present themselves for the second assessment period in any of the curricular units in which they have not delivered the written work within the period established for that purpose, or, having delivered it, have obtained a negative classification.
 3. Anyone wishing to improve the positive classification obtained in one, and only one, of the course units of the teaching phase of the Programme may also apply for the second assessment period.
 4. Doctoral students must register for the second assessment period corresponding to the semester of the curricular unit in question in the period set by the Dean of NOVA School of Law.
 5. The submission to the second assessment period consists of the delivery of a revised version of the work previously done, or, for those who did not deliver any work, of the work that should have been presented during the first assessment period.
 6. Without prejudice to the possibility that PhD students may choose to re-enrol in the curricular units in question in the following academic year, attending them a second time for the purposes of improving their marks, the second assessment period cannot be used for the submission of a completely new written work, unrelated to the work developed under the guidance of the teacher of the curricular unit during the academic semester in question.
 7. The second assessment period for 1st semester course units will take place until the 15th July, and for 2nd semester course units until the 30th January of the corresponding academic year.
- A fee of €15.00 is payable for the improved registration. This amount is non-refundable.

Information about the research phase



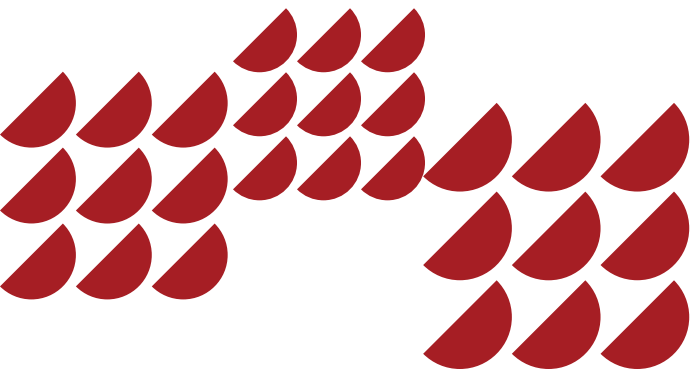
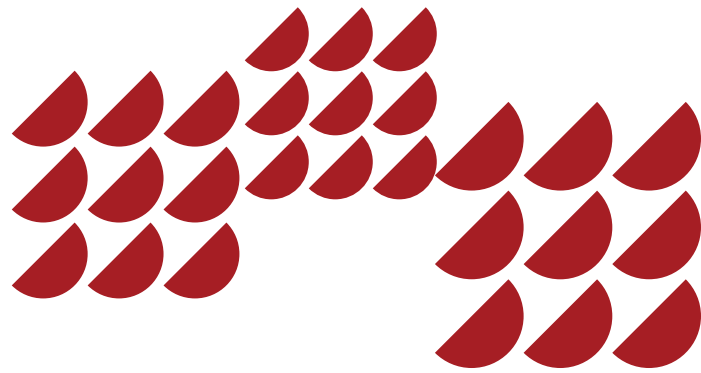
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Information on the research phase

This guide is primarily intended for 1st year students (academic phase). For information about the research phase, you can consult the FAQs available on the website

<https://novalaw.unl.pt/en/faqs-phd/>

Quality of Education

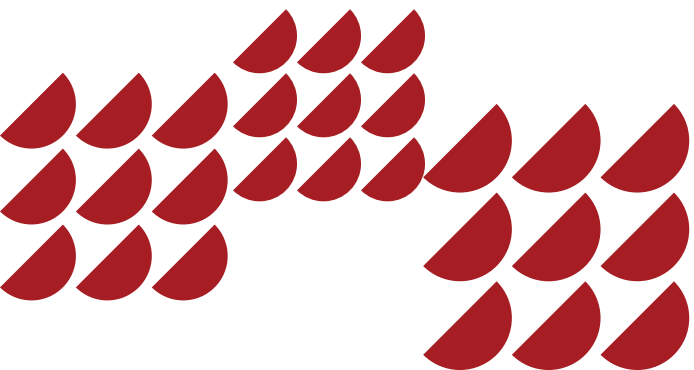
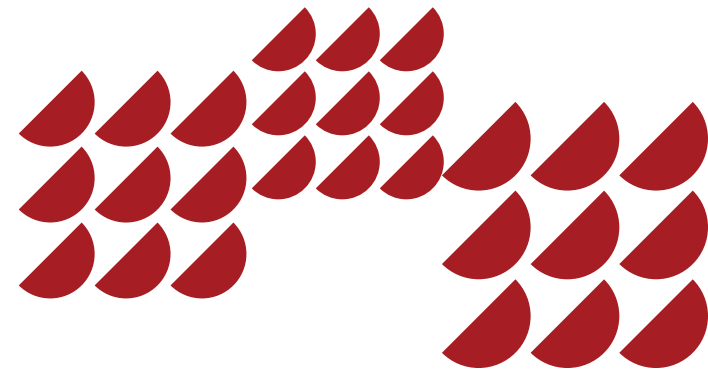


09

Every semester, NOVA School of Law provides perception questionnaires on the functioning of the curricular units. Integrated in NOVA SIMAQ (NOVA's Internal System for Monitoring and Evaluating Quality), <https://novalaw.unl.pt/garantia-da-qualidade/> these questionnaires aim at assessing the degree of satisfaction and favour the improvement of the quality of the teaching-learning process. The data collected help the responsible teachers and the Pedagogical Council to identify the positive points and the aspects that should be adjusted. Students receive by email all the information to answer the surveys. Don't forget to fill them in, your opinion is valued and essential.

The Student Ombudsperson is the body of NOVA <https://www.unl.pt/en/nova/student-ombudsperson> , appointed by the Rector, whose competence is to assess complaints made by students, being independent and acting in an impartial and discreet way.

**Internships,
employment and
entrepreneurship**



10

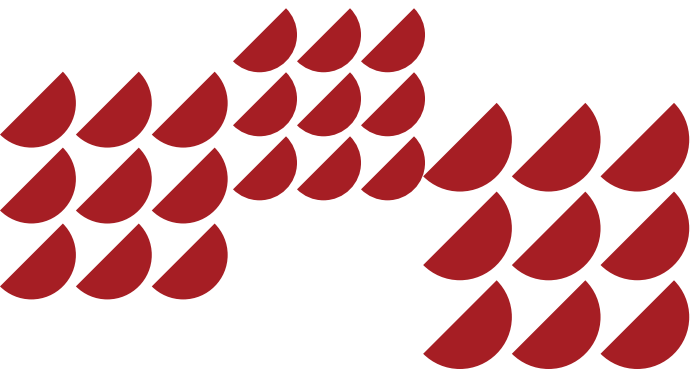
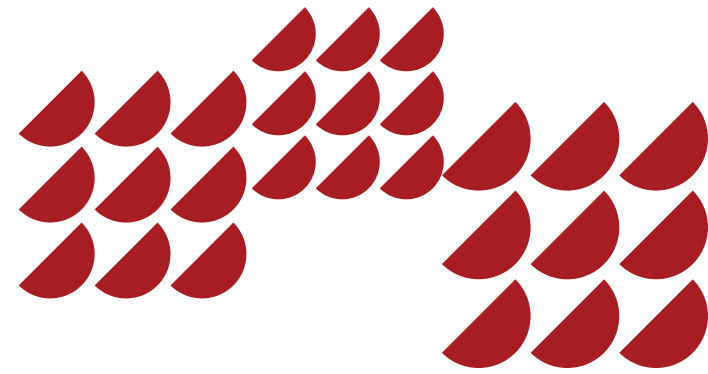
Focused on Innovation, Interdisciplinarity and Diversity, NOVA School of Law recognises the increasing need to offer solid support to employability, providing students and graduates with the necessary tools and knowledge to face the challenges of a career that will be increasingly changeable and flexible.

In this sense, the Faculty wants the student community to have more and more contact with employers during the course, through aggregator events and mentoring, curricular internships (in Portugal and through mobility programmes) or through training or volunteering activities, among others.

The Student Support Service - Career Management is the main connection point between the student community and employers in these areas, as well as in terms of Employability, through the dissemination of relevant offers.

For students with an entrepreneurial spirit, NOVA University Lisbon (Universidade NOVA de Lisboa) offers the possibility to attend a curricular unit of free option, interdisciplinary and open to students from all Schools of NOVA - Starters Academy <https://novainnovation.unl.pt/para-estudantes-investigadores/develop-your-entrepreneurial-skills/starters-academy/?lang=pt-pt> , which can be credited as a free option. The NOVA Impact Office <https://novainnovation.unl.pt/?lang=pt-pt> manages this and other initiatives related to entrepreneurship at the University, from training to competitions and mentoring.

CEDIS and Knowledge Centres



11

CEDIS - Centre for Research and Development on Law and Society is the Research & Development Unit (R&D) of NOVA School of Law. With an identity based on a plural vision of Law in contemporary societies, CEDIS supports research in various areas of Law (and of the relations between Law and Society), with emphasis on new and emerging legal realities. It seeks to bring to the forefront the study of the practical application of law, supports studies aimed at providing services to the community, and promotes interdisciplinary and innovative approaches to legal research - as well as the dissemination (preferably in open access) of its members' research results.

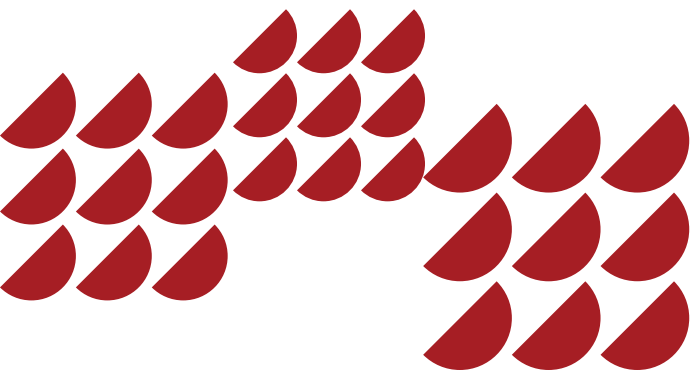
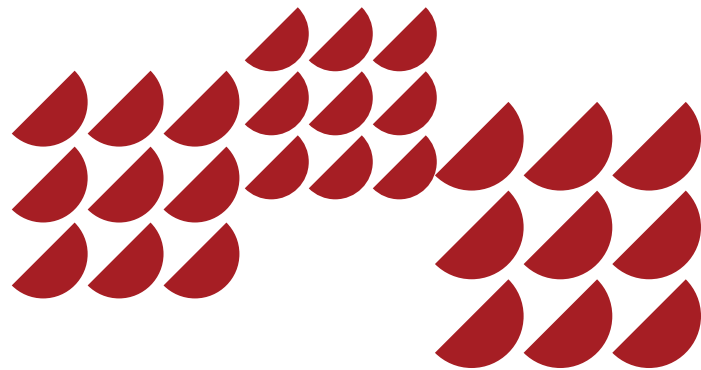
CEDIS has a diverse team of researchers - including MA and PhD students - and hosts 19 Knowledge Centres and 9 projects with national and international funding. Its Research Support Office informs its members weekly of funding opportunities, and provides support for the preparation and submission of applications and the implementation of projects. As an accredited Centre funded by the Foundation for Science and Technology <https://www.fct.pt/> CEDIS also awards research scholarships, and financially supports the participation of its researchers in scientific meetings in the country and abroad.

Soraya Nour Sckell| Director of CEDIS

More information available at: <https://novalaw.unl.pt/cedis/>

- **Antígona**
- **Criminalia**
- **NOVA Argumentation**
- **NOVA Business, Human Rights and the Environment**
- **NOVA Compliance Lab**
- **NOVA Consumer Lab**
- **NOVA Data-Driven Law**
- **NOVA Dispute Resolution Forum**
- **NOVA Financial Markets**
- **NOVA Green Lab**
- **Nova IPSI**
- **NOVA Ocean**
- **NOVA Refugee and Migration Clinic**
- **NOVA Tax Research Lab**
- **NOVA War and Law Lab**
- **Observatório da Legislação Portuguesa**
- **Observatório para a Proteção de Dados Pessoais**
- **SPARC**
- **What.next**

Useful information for students from outside of Portugal



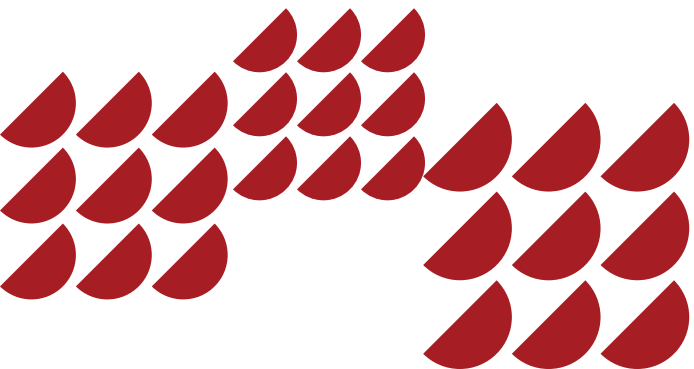
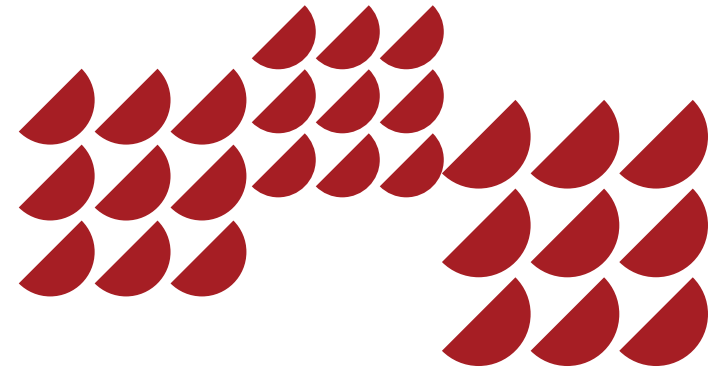
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On this link you will find information that may help you on your arrival in Portugal: <https://novalaw.unl.pt/en/study-in-lisbon/>

The Faculty will soon publish a support document for students from outside Portugal, with more detailed information.

FAQ

**Frequently Asked
Questions**



13

1. What is the Doctoral Programme in Law about?

The Programme consists of a study cycle leading to the degree of Doctor of Laws, corresponding to the attainment of 240 ECTS distributed by the curricular units that integrate the doctoral course - academic part (60 ECTS), the preparatory semester of the thesis project (25 + 5 ECTS) and the research leading to the doctoral thesis (150 ECTS).

The Programme has two phases:

- The 1st Phase, lasting three semesters, is aimed at advanced training in Legal Sciences and Contextual Legal Sciences as well as the Development of Complementary Skills. In the two semesters, the PhD students must complete a set of 5 compulsory subjects and 1 restricted optional subject to be selected among the list of subjects offered, passing all subjects with a minimum overall average mark of 16/20.

In the third and last semester of the 1st Phase, students must apply for the designation of a supervisor and the approval of the doctoral speciality and the individual research programme, present and publicly discuss their dissertation project (25 ECTS) and demonstrate attendance of courses at the NOVA Doctoral School (5 ECTS)

- The 2nd Phase, lasting five semesters, is intended for research and preparation of the dissertation (150 ECTS).

For further information, consult the Regulation of the cycle of studies <https://novalaw.unl.pt/wp-content/uploads/2020/05/13082.pdf> leading to the degree of Doctor of Laws

2. I will only be able to come to Portugal in the middle of the academic year. Will I be able to start attending the programme only in the spring semester?

No, the students should start the course right at the beginning, since the programme is designed on the assumption that the doctoral students have participated and acquired competences in the seminars of the 1st semester, which they will continue in the 2nd semester.

3. Is it compulsory to attend the seminars of the curricular part of the Programme?

Yes, doctoral students must attend, during the 1st Phase of the Programme, a minimum of 75% of the seminars of each of the subjects they enrolled in and 18 sessions of the Permanent Seminar on the State and the Study of Law - SPEED.

4. In a previous study cycle I have already completed a subject very similar to one of those that make up the curricular part of the Programme. Can I apply for crediting it?

The requests for crediting academic training and professional experience for further studies obtained before enrolment in the desired study cycle should be presented when applying to the study cycle.

To this end, the candidate must fill in a specific form and attach all the relevant documentation. When the request for crediting occurs during the application, the crediting is not a sufficient condition for admission in the study cycle and it will only produce effects after the admission in the study cycle and only in that same study cycle.

It is advisable to read the regulation <https://novalaw.unl.pt/wp-content/uploads/2020/05/13089.pdf> on crediting academic training and professional experience.

Given the frequent doubts on how to calculate the average marks obtained in the curricular part of the 3rd cycle, it is advisable to read the answer to the question "How to calculate the average marks obtained in the curricular part of the Programme."

5. Which language will the seminars be taught in?

The subjects of the curricular phase are offered entirely in the English language.

The thesis may always be written either in Portuguese or in English.

6. What is the timetable for the submission of the written work to be carried out during the curricular part of the Programme?

The timetable for the submission of written assignments is set annually and circulated among the students at the appropriate time.

7. How many optional subjects must be taken in the teaching phase?

In the first semester of the first phase of the Programme, each student must take one of the following optional semester courses (10 ECTS):

- a) Public Law;
- b) Private Law;
- c) Procedural Law;
- d) Criminal Law;
- (e) European Law;
- (f) Law, Politics and Security; or
- (g) International law.

8. How is the average mark obtained in the curricular part of the Programme calculated?

To calculate the average of the curricular part, the subjects in which a quantitative classification is given are considered, i.e. on a scale of zero to twenty.

To ensure the comparability of final grades of graduates from NOVA School of Law, which is relevant as there are several cases of merit scholarships and other benefits depending on the position of each student in the rankings of grades, the final average of the study cycles is calculated only on the basis of grades awarded in course units completed at NOVA School of Law or under mobility agreements to which NOVA School of Law is a party.

When credited, those subjects will keep the marks obtained in the Portuguese higher education institutions where they were taken or, when the foreign higher education institution adopts a different scale, the mark resulting from the proportional conversion of the marks obtained to the Portuguese grading scale will be attributed. However, those subjects will not count for the calculation of the average of the academic phase.

9. I have completed the two curricular semesters with insufficient marks to pass to the 2nd Phase of the Programme. Can I make 'grade improvements'?

In the 3rd cycle, each student can repeat a maximum of one curricular unit in order to improve their grade or perform an improvement without repeating the curricular unit. In the case of a new registration, the curricular unit must be repeated and implies a new frequency and the corresponding completion of new research work. In the case of registration for improvement, a new improved version of the work should be delivered, according to the discussion between student and professor of the curricular unit.

10. I have completed both semesters of the curriculum with sufficient marks to proceed to Stage 2 of the Programme. What should I do during the third semester of Phase 1 and in what order?

At the beginning of the third semester - that is, ideally as soon as the doctoral candidate has passed all the subjects in the school part with sufficient marks to move on to Stage 2 - the student should submit a request to the Academic Service, addressed to the President of the Scientific Council, c/c to the Coordinating Professor of the 3rd Cycle, proposing the dissertation topic and the supervisor, indicating the speciality in which he/she intends to take the public exams and the programme. The dissertation topic and the dissertation advisor should be proposed to the Academic Service, indicating the specialty in which the student intends to be submitted to public exams and the individual research schedule, including the selection of universities or institutes where the dissertation is expected to be developed. According to the regulations, the supervision of doctoral students is mandatory from the third semester onwards. The presentation of this request must be preceded by formal acceptance by the supervisor, to whom the doctoral candidate will have already asked to direct their research and who will have approved the choice of topic and the individual research programme. Doctoral students choose their supervisor, although acceptance by the supervisor is free and must be approved by the Scientific Council. The choice of supervisor may fall upon professors (with a doctoral degree) of the School or upon an external professor, also with a doctoral degree, who must be accompanied by a co-supervisor who is a professor at NOVA School of Law.

This request must be presented before the dissertation project is prepared and delivered, since the preparation of this project must have already been supervised by the supervisor designated by the Scientific Council. That is, only in a second moment, after being elaborated with the support of the supervisor and reviewed by them should the project be simply delivered, without further formalities, to the Academic Service.

11. What is the NOVA Doctoral School? How can I find out about the courses it offers? Where can I enrol in one of these courses?

As part of the Strategic Plan of NOVA University Lisbon for 2012-2016, the NOVA Doctoral School aims to promote quality, interdisciplinarity and internationalization of doctoral programmes across the university. The NOVA Doctoral School ensures, among other values, the offer of complementary training to doctoral students and supervisors, reinforcing their personal and professional development, and the organization of scientific and academic activities that avoid the compartmentalization of scientific areas and promote interdisciplinarity, creating an open space for discussion and creativity. The attendance of courses offered by NOVA Doctoral School is a mandatory requirement for students of the Programme, having to complete a total of 5 ECTS.

Enrolment in courses should be done directly to the NOVA Doctoral School of the UNL Rectory. For more information about the Doctoral School, please consult its website.

<https://www.unl.pt/ensino/nova-escola-doutoral>

Any additional credits obtained in this way will be added in the diploma supplement.

12. Is it possible to attend any part of the Programme on a part-time basis?

Yes. Both stages of the Programme can be attended on a full-time or part-time basis, and the doctoral student may move between the two schemes, attending parts of them on a full-time basis and other parts on a part-time basis. Please refer to the Regulations <https://novalaw.unl.pt/wp-content/uploads/2020/05/13766.pdf> for the Part-time Student Regime. If the doctoral candidate maintains a professional activity, experience shows that, although this does not often prevent him/her from successfully completing the curricular part of the programme, it will be difficult for them to finish the doctorate within the time allowed, so that the most appropriate option for them situation would probably be to register as a part-time student, at least for the non-curricular part of the programme.

According to the regulations, whenever the supervisor considers that the activity developed by the doctoral student indicates, with a high degree of probability, that the doctorate will not be concluded within the deadline or without a significant delay, they should propose to the Scientific Council: (i) their transition to the part-time student regime or (ii) his/her exclusion from the Programme.

Enrolments on a part-time basis adjust the amount to be paid as a tuition fee under the regulatory terms.

13. May I ask for a certificate of the 1st stage of the program with the indication of the credits obtained in each subject, in SPEED and in the discussion of the doctoral program?

Yes, a diploma of advanced studies can be requested, certifying the approval in all the subjects of the 1st and 2nd semesters of the first phase, with the respective marks and ECTS.

The request can be made in the reserved area (under document request) or by email: phd@novalaw.unl.pt

14. Can I take more subjects than I am required to? For example, two optional subjects instead of one?

Yes, 3rd cycle students enrolled in the research phase may attend a maximum of three additional curricular units during the research phase. The enrolment is subject to vacancies and requires authorization from the Dean, to be requested through a reasoned request to be submitted to the Academic Services.

Enrolment in supplementary course units by students of NOVA School of Law under the present regime does not give rise to the payment of additional fees. It corresponds to a benefit granted by NOVA School of Law to all its students.

15. Can I ask someone else to deal with a specific issue for me at the Academic Service?

Yes. Any person with a power of attorney can represent you before the Academic Service, as long they are expressly authorized to perform the act in question, in a written document duly dated and signed. A copy of your identification document should be attached to the request.

16. Where can I find the NOVA University Lisbon Code of Good Practice?

The School follows the guidelines contained in the document entitled Good Practice in PhD Education at Universidade Nova de Lisboa, approved by the Doctoral School of Universidade Nova de Lisboa. You can find it here

https://www.unl.pt/data/escola_doutoral/Code%20of%20Good%20Practice%20PhD_NOVA.pdf

17. How much are the fees?

The tuition fees are published annually on the School's website <https://novalaw.unl.pt/legislacao-e-documentos-de-gestao/>

The amounts vary, depending on the phase in which the student is enrolled (academic or research) and may consider the international student status.

18. I missed the deadline for the ATM reference for the payment of the fees. How can I regularise the payment?

You can pay using the same reference even if the deadline has expired. The School reserves the right to apply late payment interest to the amount due at a later date.

19. I am a scholarship holder but I have not yet received the statement proving my status. How should I proceed?

You should inform the Academic Service and, as soon as you receive the declaration proving your scholarship status, send it to the Academic Service. If your scholarship is withdrawn or denied, you have 10 working days to communicate this and regularise your payments to the School.

20. I'm afraid I won't be able to pay the fees. What can I do?

If a PhD student is no longer able to pay they should make a request to the Dean, at the student area of Netpa, presenting a plan for the settlement of the debt, indicating the number of instalments and the respective amounts and months when each one is due. This plan cannot go beyond the end of the academic year.

21. Is it possible to suspend the enrolment?

The figure of suspension of enrolment is not stated in higher education legislation nor in the School's regulations. The doctoral student enrolled at NSL must request the withdrawal of attendance at the Academic Service. Afterwards, they wishes, and provided that at least one academic year of interruption of studies has elapsed, he/she may request re-entry into the same 3rd cycle course or course that has succeeded it, with effects in the 1st or 2nd semester of each year, and request the creditation of the subjects already completed. Re-entry depends on a decision of the Board. It is a necessary condition for acceptance that the PhD student must have paid all fees up to the moment of the application for re-entry.

22. If I withdraw after the 1st or 2nd semester enrolment, do I have to pay the full year's fees?

The tuition fee is an annual fee payable in full whenever there is enrolment at a higher education institution, as a contribution towards the costs of the education service.

The conditions for handling the tuition fee in case of withdrawal of attendance after enrolment in an NSL course are subject to specific regulations and should be consulted with the Academic Service.

23. I would like to obtain the declaration of the amounts paid to the School, for IRS or any other purposes. Where should I ask for it?

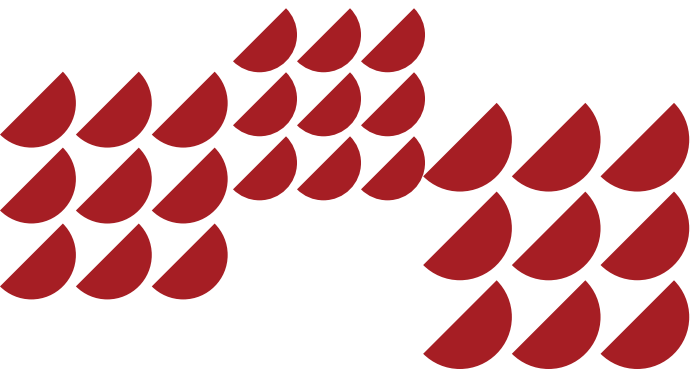
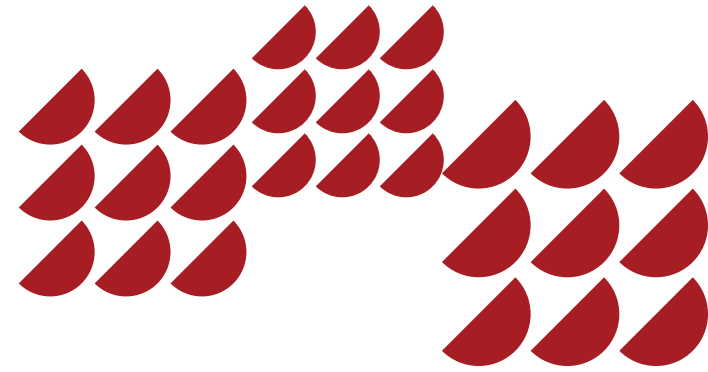
All invoices and receipts are available on each student's NetPA and can be downloaded.
Any other declarations may be requested at the Academic Service.

24. I have a question to which I can't find an answer in this FAQ. To whom should I submit it?

You may contact the Coordination of the 3rd Cycle in Law:
Professor Luís Duarte d'Almeida (luis.duarte.almeida@novalaw.unl.pt)
Professor Cristina Queiroz (cqueiroz@novalaw.unl.pt)
Professor Margarida Lima Rego (margarida.limarego@novalaw.unl.pt).

If in doubt about whether the question should be addressed to the Coordination or rather to the Academic Service, please send it to phd@novalaw.unl.pt.

Contacts with the services/students' association



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Student Support Service - Support for Academic Activities and Applications

This is the service whose mission is to support the relationship with the School, namely in academic and social integration, informing about specific support, social responsibility activities and other opportunities for students.

If you have any doubts about which service to turn to with a particular question, the Student Services Department will provide the necessary clarification.

Contacts

+351 213 847 430

apoio.estudante@novalaw.unl.pt

admissions@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Student Support Service - Mobility

If you want to explore the possibility of going abroad for part of your training, this Service will provide all the necessary information. This service has as main responsibilities:

- Coordinating exchange programmes;
- Managing incoming and outgoing students;
- Managing internships/placements under the Erasmus+ programme.

<https://novalaw.unl.pt/programas-de-mobilidade/>

Contacts

+351 213 847 430

mobility@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Student Support Service - Career Management

I. What we do

The Student Support Service - Career Management is the main link between students and employers.

It aims to facilitate the realisation of the potential capabilities of the student and graduate community through:

- the organisation and dissemination of training and professional activities (internships, courses, mentoring and volunteering);
- information on opportunities, trends and paths in the various areas of possible professional insertion of the members of the NOVA Law community (career surveys, monitoring professional insertion, communication of internship opportunities);
- The establishment and monitoring of partnerships with entities and companies that enable the professional insertion and the acquisition of skills relevant to the employability of the members of the NOVA School of Law community;
- the formalization of internships and the respective internship agreements.

II. What we do not do

- individual promotion of students;
- sending CVs and internship proposals to non-partner entities;
- vocational and psychotechnical counselling.

III. Contacts

Via careers@novalaw.unl.pt. You should explain your question in as much detail as possible.

Only in the case of matters which by their nature cannot be dealt with electronically, the Service may arrange a meeting.

Academic Service

Here you can request information and documents related to your course attendance - enrolments, registrations, exams, fees, among other processes related to your academic pathway.

Contacts

+351 213 847 400

phd@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Financial Management and Public Procurement Service

If you need to make payments to the Faculty in cash, by cheque or directly by bank card, you should go to this service.

Contacts

+351 213 847 400

financeiros@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Information and Communications Technology Service

If you experience any difficulty accessing the School's platforms (NetPA, Moodle, Webmail Office 365) or the wifi network, you should contact this Service.

Contacts

+351 213 847 400

tic@novalaw.unl.pt

<https://novalaw.unl.pt/contactos-e-localizacao/>

Students' Association

NOVA Law SU stimulates the student community, either to represent its interests and aspirations to the bodies of the Faculty and the University , or to provide all students with an enriching and diverse experience as NOVA students.

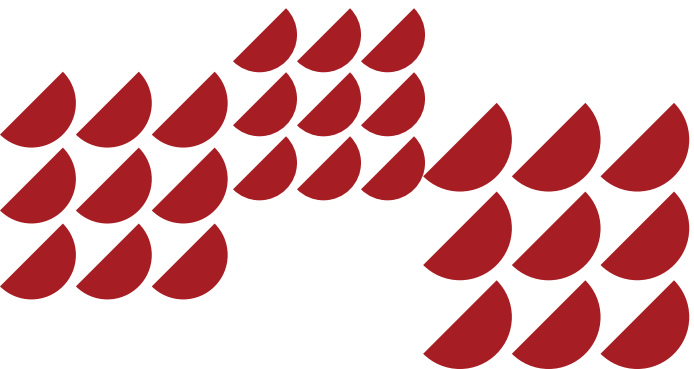
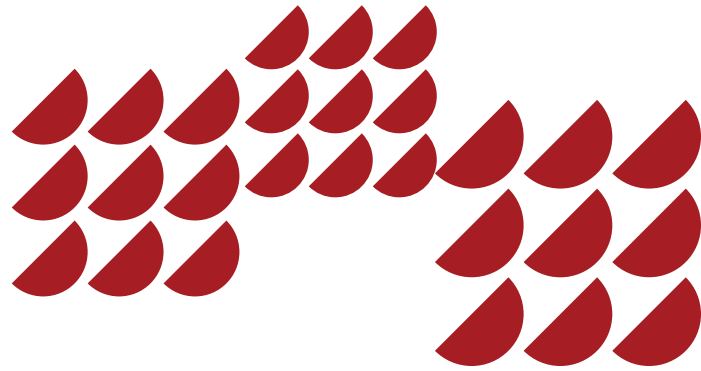
NOVA Law SU stands out for offering its members renowned formative opportunities in the area of Law (with specialized courses and training, study aids, tutoring, etc.), as well as extracurricular activities in the areas of sport, culture and civic intervention, offering all students a richer academic life. At any moment, at any time, NOVA School of Law students can turn to the Students' Association, which is always ready to help.

<https://su.novalaw.unl.pt/>

Contact

ae.info@novalaw.unl.pt

Study sites



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NOVA School of Law Library

Contacts

+351 213 847 451

biblioteca@novalaw.unl.pt

<https://novalaw.unl.pt/biblioteca/>

Other locations

At the Campolide campus

NOVA IMS Library – Colégio Almada Negreiros

<https://www.novaims.unl.pt/pt/servicos-e-comunidade/biblioteca-e-servicos-de-documentacao/>

Vitorino Magalhães Godinho Library (NOVA FCSH) - Colégio Almada Negreiros

<https://www.fcs.unl.pt/faculdade/bibliotecas/bvmg/>

Alfredo de Sousa Residence study room

<https://sas.unl.pt/alojamento/residencia-alfredo-de-sousa/>

Off Campus

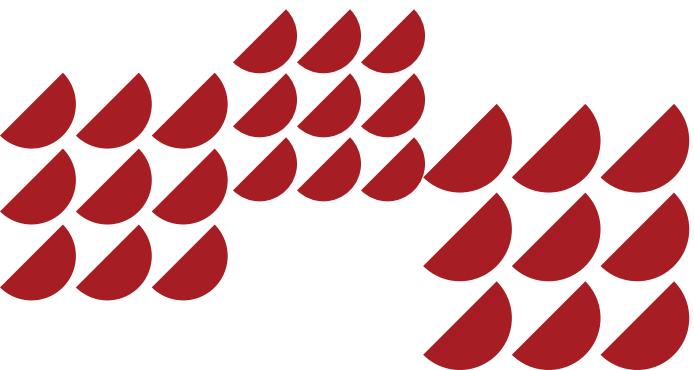
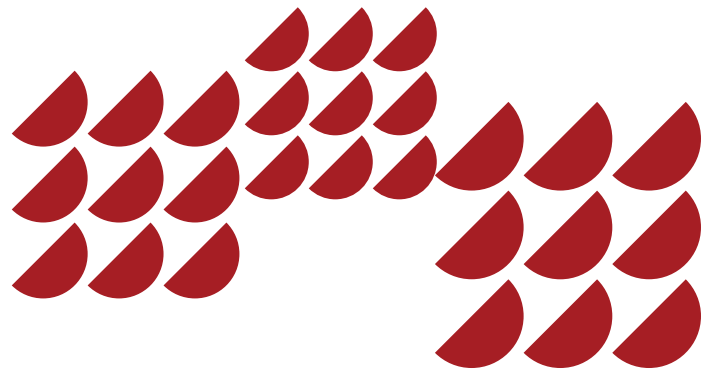
Kaleidoscope

<https://www.ulisboa.pt/info/caleidoscopio>

BLX Network - Lisbon Libraries

<https://blx.cm-lisboa.pt/horarios-e-contactos/>

Contacts and location



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Address

Law School of Universidade NOVA de Lisboa
Campus de Campolide
1099-032 Lisboa

Location Google Maps

38.733439255826, -9.160097415921488

Metro

São Sebastião Station (Red and Blue Lines)

Carris

701

702

758

CP e Fertagus

Sete Rios

Nearest station with direct connection to the Metro Blue Line - Praça de Espanha Station

Campolide

Connection Carris: Buses 701, 702, 758

How to use transport?

The Lisboa Viva / Navegante card <https://www.portalviva.pt/> allows you to buy tickets for any transport in Lisbon (metro, bus, tram and train). You can check the fares on the website.

<https://www.portalviva.pt/pt/homepage/t%C3%ADtulos-de-transporte.aspx>

Information about free transport passes for students at

<https://www.navegante.pt/noticias/em-2024-o-passe-navegante-sera-gratuito-para-todos-os-estudantes-ate-aos-23-anos>



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